

Library Processing Specifications

- Card Kits
- Circulation Kits
- MARC Records
- Theft Detection
- Barcoding
- Labels



Perma-Bound Books

617 East Vandalia
Jacksonville, IL 62650
1-800-637-6581
Fax 1-800-551-1169
books@perma-bound.com
www.perma-bound.com

Photo of Jacksonville, Illinois facility

Partner with Perma-Bound

for accurate and complete MARC Records



MARC records, catalog cards, bar coding, and theft detection are essential to ensuring your job as a media specialist or librarian goes smoothly. Accurate records assist with book retrievals from the shelves, book replacement, collection analysis, and collection development. Here at Perma-Bound, we know and understand this and make certain the materials we deliver to you are customized to your library's needs.

Our MARC records are created by professional librarians with school library experience, who catalog with the book in hand. We've expanded our offerings so that you can enjoy the benefits of cataloging that exceeds MARC21 requirements!

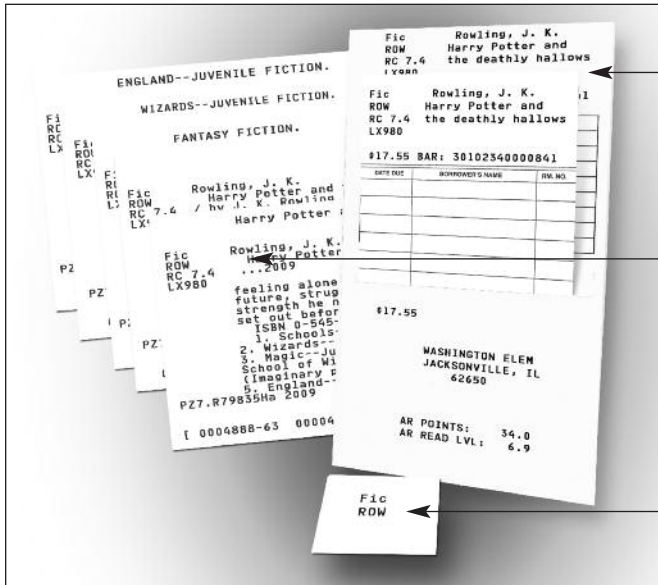
Combine complete records with the industry's original unconditional guarantee on Perma-Bound books – why would you buy books anywhere else?

If you need assistance filling out the following pages, please don't hesitate to contact your local representative or Perma-Bound's office at 1-800-637-6581. We'd be happy to assist in any way!

Make your library a Perma-Bound library!

Processing Packages

A. Catalog Card Kit



Pocket and Borrower's Card

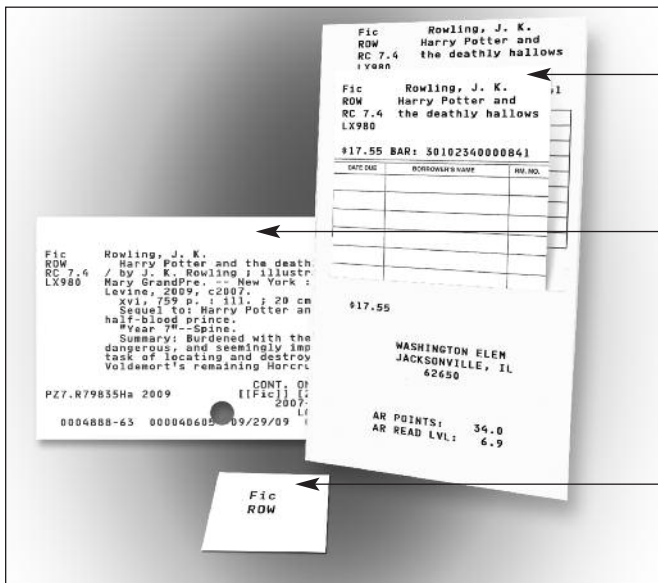
Card Set:
Shelflist Card
Main Entry Card
Title Entry Card
Subject Card(s)

Spine Label

✓ **Save money with any one of our processing packages!**

✓ **Add on any individual items with the purchase of a package and waive the 20¢/book processing fee.**

B. Circulation Kit

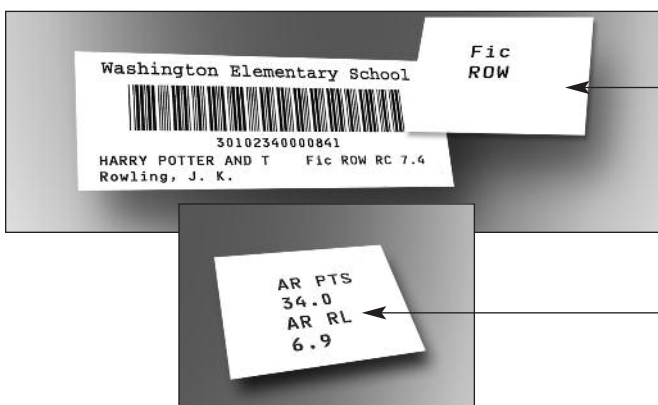


Pocket and Borrower's Card

Shelflist Card

Spine Label

C. Automated Processing



Bar Code and Spine Label

Reading Program Label
Accelerated Reader or Reading Counts (optional)

MARC Records

FREE with book order!

Perma-Bound's MARC records exceed Library of Congress full level standards!

Receive your records in one of three convenient ways!

- CD-ROM
- Email
- Web Download

Choose your Subject Headings!

- Library of Congress
- Library of Congress Children's
- Sears

Call Numbers and Subject Headings conform to
AACR2 and MARC21 requirements.

Tag Descriptions

LDR Leader
001 Control Number
003 Control Number Identifier
005 Date & Time
008 Fixed Length Data Element
010 LCCN
020 ISBN
040 Cataloging Source
043 Geographical Location
050 Library Of Congress Call Number
082 LC Dewey Decimal Call Number
092 Local Dewey Decimal Call Number
100 Main Entry--Personal Name
245 Title Statement
260 Publication, Distribution, etc.
300 Physical Description
500 General Note
520 Summary
521 Target Audience
526 Reading Program Note
650 Subject Heading -- Topical Name
651 Subject Heading -- Geographic Name
655 Genre Heading
700 Added Entry -- Personal Name
852 Local Holdings Data
856 Cover Image/Web Link

Sample Catalog Record

```
000 01701nam 2200433 a 4500
001 pb000040605
003 IJPBB
005 20010926152020.0
008 070721t20092007nyua j 000 1 eng

Entr: 070721 DtSt: t Dt 1: 2009 Dt 2: 2007 Ctry: nyu
Ills: a Audn: j Form: Cont: GPub:
Cnof: 0 Fest: 0 Indx: 0 Undf: LitF: 1
Biog: Lang: eng MRec: Srce:

010 $a 2007925449
020 $a0545010225 :$c[$]17.55
040 $aDLC$cDLC$dDLC$dIJPBB
043 $ae-uk-en
050 00$aPZ7.R79835$bHa 2009
082 00$a[Fic]$222
092 $aFic ROW
100 1 $aRowling, J. K
245 10$aHarry Potter and the deathly hallows /$cby J. K. Rowling ; illustrations
by Mary GrandPre.
260 $aNew York : $bArthur A. Levine, $c2009, c2007.
300 $axvi, 759 p. :$bill. ;$c20 cm.
500 $aSequel to: Harry Potter and the half blood prince.
500 $a"Year 7"-- -- Spine.
510 3 $aALA Booklist
510 3 $aPublishers Weekly
510 $aSchool Library Journal
510 3 $aVoice of Youth Advocates
520 $aBurdened with the dark, dangerous, and seemingly impossible task of
locating and destroying Voldemort's remaining Horcruxes, Harry, feeling
alone and uncertain about his future, struggles to find the inner strength
he needs to follow the path set out before him.
521 8 $a6.9$bPerma-Bound Books.
521 2 $a5-9$bPerma-Bound Books.
526 0 $aAccelerated Reader AR$bMG$c6.9$d34.0$z116230
650 0$aSchools$vJuvenile fiction.
650 0$aWizards$vJuvenile fiction.
650 0$aMagic$vJuvenile fiction.
650 0$aHogwarts School of Witchcraft and Wizardry (Imaginary place) $vJuvenile
fiction.
651 0$aEngland$vJuvenile fiction.
655 7$aFantasy fiction. $2gsafd
700 1 $aGrandPre, Mary,$eill.
852 1$aFic ROW$i30102340000841$1STACKS$p[$]17.55$tBOOK
```

Library Specifications

- ☐ Use specs on file ☐ Change my specs ☐ Create new profile
(First orders only)

Date _____ PO# _____	
Bill To No. _____	School/Library _____
Ship To No. _____	Attention _____
District _____	Address _____
Attention _____	City _____ State _____ ZIP _____
Address _____	Phone () _____ Fax () _____
City _____ State _____ ZIP _____	Home Phone optional () _____
Phone () _____ Fax () _____	Home Email optional _____
Contact information during holiday breaks:	Phone () _____ Fax () _____
	Email _____

1A Packages

A. Catalog Card Kit

Includes card set (shelf list, subject, main entry, title), borrower's card, pocket with date due grid, and spine label

- ☐ Unattached68¢
☐ Attached 1.03¢
☐ Per Book ☐ Per Title

B. Circulation Kit

Includes shelf list card, borrower's card, pocket with date due grid, and spine label

- ☐ Unattached35¢
☐ Attached67¢
☐ Per Book ☐ Per Title

C. Automated Processing

Includes bar code label and spine label

- ☐ Unattached10¢
☐ Attached40¢

With Reading Program Label

- ☐ Unattached15¢
☐ Attached53¢

Choose one:

- ☐ Accelerated Reader
☐ Reading Counts

1B Individual Items

Each book receives a 20¢ processing fee. Fee is waived when individual items are purchased in addition to any package. Prices below are per each book and/or item. Unattached is the standard option. Please check all items that apply to your profile.

	MARC Records	<input type="checkbox"/>	FREE
CARDS	Catalog Card Set	<input type="checkbox"/>	.42¢
	Shelf List Card	(quantity) <input type="checkbox"/>	.09¢
	Borrower's Card	<input type="checkbox"/>	.09¢
		(unattached) (attached)	
	Date Due Slip	<input type="checkbox"/> .05¢ <input type="checkbox"/> .15¢	
	Pocket	<input type="checkbox"/> .15¢ <input type="checkbox"/> .25¢	
LABELS	Bar Code Label #1	<input type="checkbox"/> .05¢ <input type="checkbox"/> .15¢	
	Bar Code Label #2	<input type="checkbox"/> .05¢ <input type="checkbox"/> .15¢	
	Bar Code Accession Strip	<input type="checkbox"/> .05¢ <input type="checkbox"/> .15¢	
	ISBN Barcode Label	<input type="checkbox"/> .05¢ <input type="checkbox"/> .15¢	
	School/Title Page Label	<input type="checkbox"/> .05¢ <input type="checkbox"/> .15¢	
	School Library Label	<input type="checkbox"/> .05¢ <input type="checkbox"/> .15¢	
	Spine Label	<input type="checkbox"/> .05¢ <input type="checkbox"/> .15¢	
	Vertical Spine Label	<input type="checkbox"/> .05¢ <input type="checkbox"/> .15¢	
	AR Program Indicator (Blue)	<input type="checkbox"/> .05¢ <input type="checkbox"/> .15¢	
	Reading Program Label	<input type="checkbox"/> .05¢ <input type="checkbox"/> .15¢	
	Reading Program		
	Information Label	<input type="checkbox"/> .05¢ <input type="checkbox"/> .15¢	
	Guided Reading Label	<input type="checkbox"/> .05¢ <input type="checkbox"/> .15¢	
	Lexile Label	<input type="checkbox"/> .05¢ <input type="checkbox"/> .15¢	
	Genre Label (Attached Only)	<input type="checkbox"/> .30¢	
	Classroom Label	<input type="checkbox"/> .05¢ <input type="checkbox"/> .15¢	
	Colored Dots (Crate Orders)	<input type="checkbox"/> .05¢ <input type="checkbox"/> .15¢	
	Customer Specific	<input type="checkbox"/> .05¢ <input type="checkbox"/> .15¢	
OTHER	Hand Stamping	<input type="checkbox"/> .15¢	
	Initial orders - \$25.00 charge for stamp.		
	Theft Detection	<input type="checkbox"/> .50¢	
	RFID Tag	<input type="checkbox"/> 1.24¢	
	Book Presortment	<input type="checkbox"/> .15¢	
	Mylar on Publisher Cover	<input type="checkbox"/> FREE	
	Kapco on Publisher Cover	<input type="checkbox"/> 2.39¢	
	CoLibri on Publisher Cover	<input type="checkbox"/> 1.20¢	

2

Label Locations includes pocket/stamp/theft detection

The diagrams below show all available label location options. Please indicate location and direction of each attached label using the letter or numeric identifier.

Location

Outside Cover

cover flyleaf flyleaf cover

Inside Front Inside Back

Direction

1.

top to bottom

2.

bottom to top

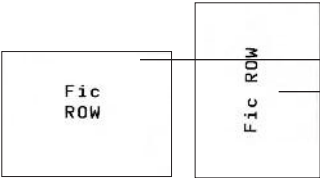
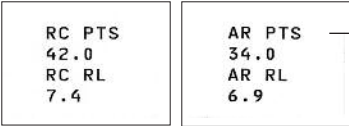

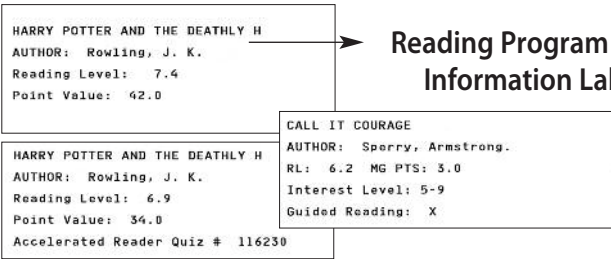


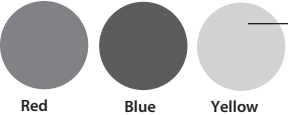
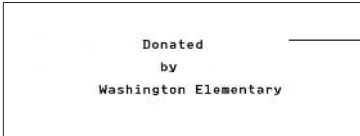
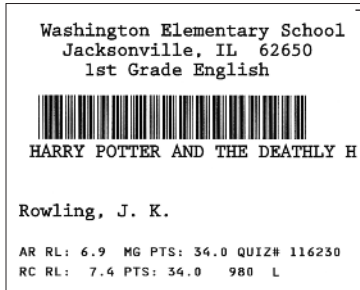
3.

left to right

- ☐ Labels May Obscure Title/Author Information.
- ☐ Locate Labels As Closely As Possible To Desired Location Without Obscuring Title/Author Information.
- ☐ Use Alternate Location If Label Will Obscure Title/Author Information.

Complete this section only for attached items selected in your profile.

Sample (reduced size for display)	Description	Location	Direction	Alternate
	Bar Code Label #1 Bar Code Label #2	_____	_____	_____
	Bar Code Accession Strip	_____	_____	_____
	ISBN Bar Code Label	_____	_____	_____
	School/Title Page Label	_____	_____	_____
	School Library Label	_____	_____	_____

Sample	Description	Location	Direction	Alternate
(use position indicators from previous page)				
	Spine Label Vertical Spine Label	_____	_____	_____
	Reading Program Label <input type="checkbox"/> Reading Level (RL) <input type="checkbox"/> Reading Points (PTS) <input type="checkbox"/> Both	_____	_____	_____
Reading Program Information <input type="checkbox"/> Accelerated Reader (AR) <input type="checkbox"/> Reading Counts (RC)				
	AR Program Indicator (Blue)	_____	_____	_____
	Reading Program Information Label	_____	_____	_____
Other Information Location Direction Alternate (use position indicators from previous page)				
	Guided Reading Label Lexile Label	_____	_____	_____
	Genre Label	_____	_____	_____
	Colored Dots (Crate Collections Orders)	_____	_____	_____
	Custom Label	_____	_____	_____
	Classroom Label	_____	_____	_____
	Pocket	_____	_____	_____
	Hand Stamping	_____	_____	_____
Theft Detection <input type="checkbox"/> Inside spine <input type="checkbox"/> Behind book pocket We recommend not attaching to front or back flyleaf.				
If you use a location not provided, please call 1-800-637-6581.				

- ☐ I want standard cataloging. Standard options indicated with * symbol.
☐ Complete my profile as indicated below.

1. Pocket and/or Date Due Slip

Price Information

☐ No Price *

☐ Prices listed

Reading Program Information

☐ Reading Level (RL)

☐ Points (PTS)

☐ Both *

School Information

5 lines, 20 characters maximum per line.

Perma-Bound will abbreviate if over 20 characters.

2. Call Number

☐ With call number *

☐ No call number (no further information needed for 2.)

Author/Biography Cutter Lettering

☐ Upper and lower case letters, ex. Lin *

☐ All capital letters, ex. LIN

Fiction

☐ F *

☐ FIC

☐ Fic

☐ Author letters only

☐ No Call Number

☐ Other _____
(7 characters maximum)

Author/Main Entry Letters

☐ _____ letters (7 characters maximum)

☐ Author's complete surname

Easy

☐ E *

☐ EASY

☐ Easy

☐ Author letters only

☐ Same as Fiction

☐ No Call Number

☐ Other _____
(7 characters maximum)

Author/Main Entry Letters

☐ _____ letters (7 characters maximum)

☐ Author's complete surname

Big Book

☐ None *

☐ Other _____
(7 characters maximum)

Board Book

☐ None *

☐ Other _____
(7 characters maximum)

Chapter Book

☐ None *

☐ Other _____
(7 characters maximum)

Graphic Novel

☐ None *

☐ Other _____
(7 characters maximum)

Nonfiction

☐ Abridged Dewey *

☐ No Call Number

☐ Other _____
(7 characters maximum)

Author/Main Entry Letters

☐ _____ letters (7 characters maximum)

☐ Author's complete surname

Easy Nonfiction

Nonfiction with reading levels grade 3 or lower may receive an Easy prefix over the Dewey number.

☐ No Easy prefix on nonfiction *

☐ Easy prefix (as selected)

Individual Biography

☐ 92 *

☐ 921

☐ B

☐ BIO

☐ Biographee letters only

☐ Dewey number by subject

Biography Letters

☐ _____ letters (7 characters maximum)

☐ Biographee's complete surname

☐ No Call Number

☐ Other _____
(7 characters maximum)

Collective Biography

- ☐ 920 *
- ☐ 92
- ☐ B
- ☐ Author letters only
- ☐ Dewey number by subject

- ☐ No Call Number
- ☐ Other _____
(7 characters maximum)

Author/Main Entry Letters

- ☐ _____ letters (7 characters maximum)
- ☐ Author's complete surname

Story Collections

- ☐ 808.83 * ☐ No Call Number
- ☐ SC
- ☐ Same as fiction
- ☐ Author letters only
- ☐ Other _____
(7 characters maximum)

Author/Main Entry Letters

Collections by more than one author receive a maximum of 3 letters of the main entry.

- ☐ _____ letters (7 characters maximum)
- ☐ Author's complete surname

Juvenile

- ☐ No J in call number *
- ☐ J with call number on all titles
- ☐ J with call number on fiction
- ☐ J with call number on fiction & nonfiction
- ☐ J with call number on everything but easy
- ☐ J with call number on nonfiction

Reference Books

- ☐ None *
- ☐ R
- ☐ REF
- ☐ Ref
- ☐ Other _____
(7 characters maximum)

Professional Books

- ☐ None *
- ☐ P
- ☐ Other _____
(7 characters maximum)

Paperback Book

- ☐ None *
- ☐ Other _____
(7 characters maximum)

Language

For foreign language books only

- ☐ By language *
- 468.6 for Spanish; 448.6 for French; 495.9 for Vietnamese
- ☐ By subject
- classification will be in accordance with the profile
- ☐ Other _____
(7 characters maximum)

3. Shelf List Card

For Sears Subject Heading cards only. Choose one.

- ☐ Summary and/or contents notes appear *
- ☐ ISBN and price appear instead of summary
- ☐ No notes, no ISBN, and no price

4. eBooks

- ☐ Standard Call Number *
- ☐ Other _____

5. Subject Headings

- ☐ Sears *
- ☐ Library of Congress
- ☐ Library of Congress Children's with default to LC

6. Audio/Visual Materials

Audiocassettes

- ☐ None *
- ☐ Other _____
(7 characters maximum)

Compact Discs

- ☐ None *
- ☐ Other _____
(7 characters maximum)

VHS Video

- ☐ None *
- ☐ Other _____
(7 characters maximum)

DVD Video

- ☐ None *
- ☐ Other _____
(7 characters maximum)

7. Presortment Catalog Cards

- ☐ Author, title, subject & shelf list individually presorted *
- ☐ No presortment

Books

- ☐ No presortment *
- ☐ Packed in call number order (15¢ per book)

8. Theft Detection (50¢ per book)

- ☐ No theft detection *
 - ☐ 3M Tattle Tape
 - ☐ Checkpoint Detection Tags
 - ☐ Teeny Beeper Processed book recommended
- Frequency
- ☐ 8.2
 - ☐ 9.5
 - ☐ Other _____
- Checklabel
- Frequency _____
- ☐ Other _____
- RFID Tag (3m) (\$1.24 per book)
- ☐ Basic Tag (D4)

If you are unsure of any information pertaining to your bar coding software, STOP and contact your library automation software provider. Accuracy is critical when creating your bar code profile with Perma-Bound.

1. Number of bar code labels per book _____

2. Bar Code Symbology

- ☐ Interleaved 2 of 5
☐ Code 3 of 9
☐ CODABAR

IMPORTANT:

Attach sample of your bar code here.

Bar Code Samples 2 of 5

Washington Elementary School



4000084

HARRY POTTER AND T Fic ROW RC 7.4
Rowling, J. K.

3 of 9

Washington Elementary School



30102340000858

CALL IT COURAGE 398.2 SPERRY RC
Sperry, Armstrong.

CODABAR

Washington Elementary School



30102340000841

HARRY POTTER AND T Fic ROW
Rowling, J. K.

3. Bar Code Imprint

Up to 30 characters, including spaces. If over 30 characters, Perma-Bound will abbreviate.

4. Bar Code Length

Number of digits in bar code,
including check digit _____

5. Check Digit

- ☐ None
☐ Follett Classic – 2 of 5
☐ Modulus 43 – 3 of 9
☐ Modulus 10 normally used with 3 of 9 or Codabar

6. If using a school code as a bar code prefix,

indicate digits _____

7. Bar Code Range

- ☐ First orders only: Use this exclusive Bar Code range for all Perma-Bound orders:

_____ to _____

- ☐ Use the next number in my file at Perma-Bound

- ☐ Accession number needed for this order only:

_____ to _____

5 MARC Records Profile

1. MARC Records

- ☐ FREE with book order
 - ☐ No MARC Records
 - ☐ MARC Records for previously ordered books
- Call 1-800-637-6581 for more information.

2. Computer Platform

- ☐ IBM
- ☐ Macintosh

3. Data Format

- ☐ MARC 21
- ☐ US MARC/852 © 1991, MicroLIF.001
- ☐ US MARC/949 © 1991, MicroLIF.001

4. Delivery

- ☐ CD-ROM
- ☐ Email (compressed file)
email _____
- ☐ Web download from My Homepage
user ID _____

5. Automated Circulation System Software

- ☐ Athena
- ☐ Alexandria
- ☐ Dynix
- ☐ Follett/CircPlus
- ☐ Mandarin
- ☐ SIRSI
- ☐ Winnebago Circ/Cat
- ☐ Other _____

6. ISBN Information

Check with your software vendor to see which option is compatible with your system in tag 020.

- ☐ 10 digits only
- ☐ 13 digits only
- ☐ Both

7. Cover Image/Web Link

FREE full-color image that can be viewed from your circulation system.

- ☐ Actual Image (856 tag)

8. Publisher Information

Not included on standard MARC Records

- ☐ Reading Level (521 tag)
- ☐ Interest Level (521 tag)
- ☐ Reviewing Agencies (510 tag)
Reading Program Information (526 tag)
 - ☐ Accelerated Reader
 - ☐ Reading Counts

Ex. 526 tag:

_a reading program name, _b program interest level, _c program reading level, _d program points, _z quiz number, _5 library location code

9. Subject Headings

- ☐ Include all 3 *
- ☐ Sears only
- ☐ Library of Congress only
- ☐ Library of Congress Children's only

10. Are you an OCLC user?

(Only available for IL, IN, & OH)

- ☐ Yes.
- ☐ No.

**Perma-Bound can customize your MARC records
for you if you use an option not listed.
Call Perma-Bound at 1-800-637-6581.**

Manage My Collection

Save time and money with Perma-Bound's convenient online feature!

Eliminate Duplicates

Titles in your lists and search results are compared to your existing collection and coded "exact", "partial", or "no" match for each entry. Know immediately if a title already exists in your collection!



Exact Match



Partial Match



No Match

Review your results online or print for later review.

Receive Automatic Updates

After your library's initial MARC record upload set your account to automatically upload MARC records any time you order with Perma-Bound.

Start Today!

Manage My Collection is a universal program that accommodates all circulation system records—from Alexandria to Sagebrush.

Find easy to follow instructions on how to begin at www.perma-bound.com/Manage-My-Collection.

For more information:

www.perma-bound.com/Manage-My-Collection



U.S. — 1-800-637-6581 Fax: 1-800-551-1169
Canada — 1-800-461-1999 Fax: 1-888-250-3811
www.perma-bound.com

If you are ever dissatisfied with a book in our Perma-Bound binding, we will replace it.